



Online Renewals for Home Bakery Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the Iowa Department of Inspections & Appeals website. The header includes the department name and a navigation bar with links for 'IOWA STATE AGENCIES' and 'ONLINE SERVICES'. Below the header, the text 'Welcome To USA Food Safety' is displayed. The main content area features a 'Log In' form with fields for 'User Name *' and 'Password *', and buttons for 'Log In' and 'New Account'. Below the form, there are links for 'Forgot Password', 'Forgot your Password? Retrieve it Here!', 'WiFi Hotspot(s)', and 'Find a WiFi Hotspot'. Three callout boxes provide additional instructions: one for the 'Forgot Password' link, one for the 'Log In' button, and one for the 'New Account' button.

IOWA DEPARTMENT OF
INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected “Multiple counties,” you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click “Next.” If you have a single business, click “Previous.” **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a “Single county,” please select the county where your business is located. Once you select your county from the drop-down box, click “Next.” Otherwise, select “Previous” if you have multiple businesses. **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

New User Account

User Information

User Name *

Password *

Verify Password *

Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name * Middle * ☐ None Available Last Name * Suffix

Account ID
Not yet assigned

Email *

Phone/Ext * / ☐ Emergency Cell Phone ☐ Emergency Fax

Callout 1: Create your own User Name and Password.

Callout 2: The "Home Jurisdiction" is pre-determined by your selection of your business location and license type.

Callout 3: Complete all "Account Information" fields. All fields marked with an asterisk (*) are required fields.

Callout 4: Review the information you have entered for accuracy and select "Save."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

**Forgot your Password?
Retrieve it Here!**

Find a WiFi Hotspot

Food Business Home Page:

Home Tools Logout

Facility Portal

Add existing business: Business Code

Filter by Business Name

If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the home bakery license renewal application:

HOME BAKERY LICENSE RENEWAL APPLICATION			
Date of Renewal: _____	If ownership has changed give previous owner's name _____		
Has ownership changed since last license issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	business name _____		
MARK'S HOME BAKERY 321 12th ST Des Moines, IA 50319	license number: _____ (own)		
License: 168157	Expires: 01/10/2018	License Fee: \$50.00	Business Code: 3J6X-MD6N

The Business Code on the renewal must be entered in the space provided on the Iowa Online Food Licensing home screen.

[Home](#) [Tools](#) [Logout](#)

Facility Portal

Add existing business: Business Code

Enter the Business Code from the renewal form here and then select "Add."

Once you add a Business Code, the food business will appear as a blue panel on the home screen.

If you are associated with more than one food business, you must enter the Business Code from other business renewal applications and select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is displayed. To the right of the title, there is a form labeled 'Add existing business:' with a text input field containing 'Business Code' and an 'Add' button. Below this, there is a search bar with a magnifying glass icon, containing the text 'MARK'S HOME BAKERY', and a 'Show All' button. Under the search bar is an 'Add New Business' button. At the bottom, there is a single blue panel representing the business 'MARK'S HOME BAKERY - 122432 - (2) - [edit icon]' with a right-pointing arrow.

Each valid Business Code added will add another food business to the home screen.

The screenshot shows the 'Facility Portal' interface with two blue panels listed. The first panel is 'MARK'S HOME BAKERY - 122432 - (2) - [edit icon]' with a right-pointing arrow. The second panel is 'MARK'S HOME BAKE II - 122536 - (0) - [edit icon]' with a right-pointing arrow. The rest of the interface, including the navigation bar, search bar, and 'Add existing business' form, is identical to the previous screenshot.

Reviewing and Updating Business and License Information

Once a user has associated one or more food businesses with the User Account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information,” and “License Information.” Both of these areas contain operational information about each food business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon. Below the navigation bar, the 'Facility Portal' title is on the left, and on the right, there is a form to 'Add existing business:' with a 'Business Code' input field and an 'Add' button. Below this, there is a search bar with 'Mark's Home' entered and a 'Show All' button. Underneath the search bar is an 'Add New Business' button. The main content area displays two business entries in blue bars: 'MARK'S HOME BAKERY - 122432 - (2) - [edit icon]' and 'MARK'S HOME BAKE II - 122536 - (0) - [edit icon]'. Each entry has a right-pointing chevron icon. Two callout boxes are present: one pointing to the edit icon on the first entry, stating 'To access the “Business Information” screen, click the paper and pencil icon.', and another pointing to the chevron icon on the second entry, stating 'To view “License Information,” click the “>” icon.'

Business Information:

When the pencil and paper icon is selected, the Edit Business Information page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked down and cannot be changed by the user. If there is inaccurate information in fields that are locked (shaded in gray), please contact the regulatory authority.

EDIT: MARK'S HOME BAKERY

Business Name:
MARK'S HOME BAKERY

Phone*: 515-669-3266 Cell: 151-566-9326 Email*: mark.speltz@dia.iowa.gov

☐ No Phone Available ☐ No Email Available

Mailing Address ☐ International Address

Street Number*: 321 Street Name*: 12th Street Suffix: ST

Secondary Unit Type: Secondary Unit Number:

Zip*: 50319 State*: IA County*: Polk City*: Des Moines

Physical Address Same as Mailing ☐ International Address

Street Number*: Street Name*: Street Suffix:

Review and update the information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

EDIT: MARK'S HOME BAKERY

50319 IA Polk Des Moines

Facility Data

Emergency Contacts

Contact's Name	Address	Relationship	Cell Phone
Baggins, Bill BO	lordoftherings.com	Corporate	798-465-48
Speltz, Mark	mark.speltz@dia.iowa.gov	Owner/Responsible Party	515-669-

Add New Contact

Attachments

File Name	Description	Delete
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Add New Attachment

Save Changes

Select "Add New Contact" to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close.

Ensure you select "Save Changes" if changes have been made to the Business Information.

Select "Add New Attachment" to provide the regulatory agency with information such as a copy of the current menu, labels, distribution and sales, training documents or other necessary information about the food business.

License Information:

When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is displayed. To the right of the title, there is a search bar with the text 'Add existing business: Business Code' and an 'Add' button. Below this, there is a search bar with the text 'MARK'S HOME BAKERY' and a 'Show All' button. Below the search bar, there is a button labeled 'Add New Business'. Below this, there is a blue header bar for 'MARK'S HOME BAKERY - 122432 - (2)' with a dropdown arrow. Below the header bar, there is a table with the following columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table contains two rows of data, both with 'Active' status. A blue callout box points to the '+' icon in the 'Add To Cart' column of the first row.

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	154971	Home Bakery	-	4/30/2018 (19 days)	Active
+	<input type="checkbox"/>	155008	Home Bakery	-	6/25/2018 (75 days)	Active

To access detailed license information, click the “+” icon. Each “+” icon contains unique detailed license information for each license.

Detailed License Information (Business Program Reference Data): The information displayed for each license will differ based on the license type.

MARK'S HOME BAKERY - 122432 - (2) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
	154971	Home Bakery	-	4/30/2018 (19 days)	Active

Business Program Reference Data

Sales Type *

☒ Sales from residence
☐ Farmer's Market
☐ Internet
☐ Mail Order
☐ Other Retail Locations
☐ Restaurants
☐ Wholesale
☐ Other

If other, please specify.

Product Info *

☒ Breads
☐ Cakes
☐ Pastries
☐ Buns
☐ Rolls
☐ Cookies

All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. These areas must be completed by the user before a license can be renewed using the online renewal system. Select all that apply.

Detailed License Information (continued):

MARK'S HOME BAKERY - 122432 - (1) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input type="checkbox"/>	154971	Home Bakery	-	4/30/2018 (18 days)	Active

Business Program Reference Data

Sales Type *

☒ Sales from residence
☐ Farmer's Market
☐ Internet
☐ Mail Order
☐ Other Retail Locations
☐ Restaurants
☐ Wholesale
☐ Other

If other, please specify.

Product Info *

☒ Breads
☐ Cakes
☐ Pastries
☐ Buns
☐ Rolls
☐ Cookies
☐ Biscuits
☐ Pies
☐ Other

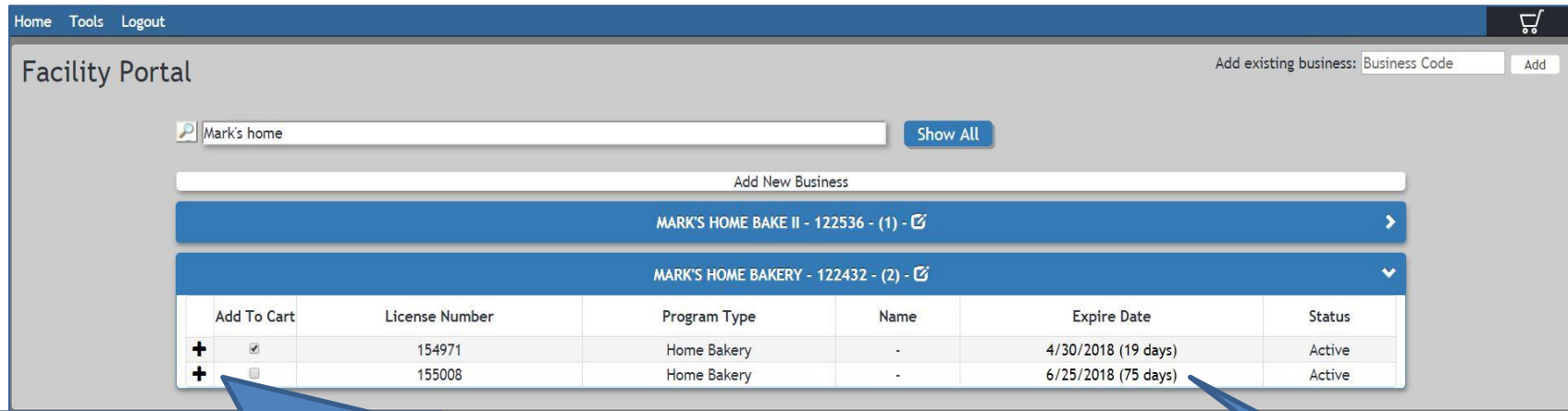
If other, please specify.

Select "Save Reference Data" after making changes to the Business Program Reference Data.

Save Reference Data

Paying for a Home Bakery License

Once a user has successfully updated Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.



The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. A search bar contains 'Mark's home' and a 'Show All' button. Below this is an 'Add New Business' button. Two business listings are shown: 'MARK'S HOME BAKE II - 122536 - (1) - [edit icon]' and 'MARK'S HOME BAKERY - 122432 - (2) - [edit icon]'. The second listing is expanded, showing a table of licenses.

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input checked="" type="checkbox"/>	154971	Home Bakery	-	4/30/2018 (19 days)	Active
+	<input type="checkbox"/>	155008	Home Bakery	-	6/25/2018 (75 days)	Active

Select the "+" icon to provide proof of gross sales information for each license.

A license is available for renewal 60 days prior to expiration.

Once you have selected the “+” icon, scroll to the bottom of the expanded view and find the area labeled “Attachments.”

Biscuits
Pies
Other

If other, please specify.

Save Reference Data

File Name	Description	Delete
Add New Attachment		

Select “Add New Attachment” to upload the proof of annual gross sales for this license. Once “Add New Attachment” is selected, a window will pop up on the screen that will allow you to select a document from your computer to upload. Acceptable documentation for proof of gross sales includes: quarterly sales tax returns, a statement from a CPA, or a page from an income tax statement showing gross food sales. Proof of gross sales will be reviewed before a license is issued.

Once the proof of gross sales has been attached, the license may be added to the shopping cart.

Home Tools Logout

Facility Portal

Add existing business: Business Code

Mark's home

Add New Business

MARK'S HOME BAKE II - 122536 - (1)

MARK'S HOME BAKERY - 122432 - (2)

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input checked="" type="checkbox"/>	154971	Home Bakery	-	4/30/2018 (19 days)	Active
<input type="checkbox"/>	155008	Home Bakery	-	6/25/2018 (75 days)	Active

Select the “Add To Cart” box to place this license in the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 194471). Payment details are also provided in the cart. Late payments will have penalty fees included.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

Pierquet Test - 127788 - (0) - [icon]			
Add To Cart	License Number	Program Type	Name
+ <input type="checkbox"/>	170938	Farmer's Market	-
- <input checked="" type="checkbox"/>	170940	Home Bakery	-

Business Program Reference Data

CART

Renewal - 194471 - HB - \$50.00 Home Bakery License
Base Cost: \$50.00

Total \$50.00

There will be a \$1 bank fee added at checkout.

* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).

* A 2.5% transaction fee will be added at checkout for credit and debit card payments.

Checkout

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the Iowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a “Submitted” status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as “Active.”

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

MARK'S HOME BAKERY Show All

Add New Business

MARK'S HOME BAKERY - 122432 - (1) - [icon]

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	154971	Home Bakery	-	4/30/2018 (18 days)	Active
+	<input type="checkbox"/>	155008	Home Bakery	-	6/1/2018 (50 days)	Submitted

Licenses that are in a “Submitted” status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to “Active.” Please log into the Iowa Online Food Licensing system periodically to view the status.